

Board Meeting April 13, 2020

The Milford Municipal Utilities Board of Trustees met in regular session on Monday, April 13, 2020 in the Board Room. In attendance were Board Members Keith Wurtz, Mike Anderson, Ken Behrens and Kae Hoppe; General Manager, Brad Willemsen, Utility employee Lindsay Radunz via Zoom and Mike Norgaard; and Utility Attorney Abby Walleck. Guests present via Zoom were Kris Swanson and Katie Sterk. Absent was Kevin Wharton.

Chairman Wurtz called the meeting to order. Chairman Wurtz read a statement on COVID-19, the State of Iowa Proclamation and limitations of on gatherings of more than 10 people. MMU has provided for the public to attend the board meeting through electronic means. It was noted that 3 people were participating electronically.

The agenda, minutes, financial statements and bills were approved as presented. The following bills were approved for payment:

Arnold Motor Supply	Supplies	469.20
Base	Cafeteria Monthly	30.00
Boji Auto Repair LLC	Repairs	1,130.13
Border States Electric Supply	Meter Maintenance	419.33
BRANDEE ROBERTS	CREDIT REFUNDS - 32288	35.68
Card Service Center	Pacer Pump	132.49
Centurylink Communications, LLC	Phone	433.55
CITY OF ARNOLDS PARK	Purchased Water	7,620.00
City of Milford	City Sewer, Storm Sewer, CC Fee	35,141.37
Crossroads Mobile Maintenance, LLC	Inspections	3,165.49
Cutting Edge Sales & Service	Supply	5.14
Dairyland Power Cooperative	Statement Printing	1,231.21
DGR and Associates Company	Engineering - Feb'20	2,248.50
Dickinson County News	Publishing	148.35
H R Green	Engineering	895.00
Hawkins, Inc.	Chemicals	10,182.42
Heller Enterprises	Backflow Testing & Repairs	1,081.64
Ia Assoc of Muni Utilities	Safety Training	1,133.03
Kapp's Fire Extinguisher Sales	Fire Extinguisher & Bracket	98.39
Maahs & Walleck	Legal	2,002.00
MaxYield Cooperative	Fuel	4,462.23
MHR Insurance	Insurance Renewal	87,604.00
Milford Electric, Inc.	Maintenance	18.94
Municipal Supply, Inc.	Inventory - Water Meters	2,064.56
Core & Main LP	Purchase Locator Equipment	10,228.00
Cutting Edge Sales & Service	Supplies	47.09
Ditch Witch of Minnesota and Iowa	Locator Repair	650.02
North Central Laboratories	Chemicals	141.30
National Benefit Services, LLC	Employee Benefits	15.00
Professional Computer Solutions, LLC	Computer Hosting Fees	828.00
R & D Industries, Inc.	Computer	3,280.19
State Hygienic Laboratory	Lab Testing	58.50
Storey Kenworthy	Office Supplies	641.67
Stuart C. Irby Co.	Safety	682.60
Sunshine Foods	Office Supplies	38.18
TAYLOR LLOYD	CREDIT REFUNDS - 49918	254.19
True Value - Milford	Supplies	259.52
Wesco Distribution, Inc.	Inventory	2,074.37
WILLIAMS & COMPANY PC	Consulting	1,800.00

Dickinson County Treasurer	Property Tax	2,712.50
Iowa Department of Revenue	Statewide Property Tax	26.29
Plymouth County Treasurer	Property Tax	73.00
Verizon Wireless	Phone	91.24
Webster County Treasurer	Property Tax	653.00
Wellmark	Employee Benefit	12,238.48
Woodbury County Treasurer	Property Tax	2,391.50
Aflac	employee benefit	348.60
Aspire	employee benefit	355.00
Aspire	employee benefit	355.00
Aspire	employee benefit	455.00
Base	cafeteria payment	769.23
Collection Services Center	employee withholding	184.61
Collection Services Center	employee withholding	184.61
Collection Services Center	employee withholding	184.61
Department of Energy	WAPA	25,676.91
Internal Revenue Service	FICA, MED, FWH	5,702.94
Internal Revenue Service	employee withholding	5,514.91
Iowa Department of Revenue	Monthly Withholding	1,882.00
Iowa Department of Revenue	Monthly WET Tax	4,119.00
Iowa Department of Revenue	Monthly Sales Tax	9,793.00
IPERS	Feb 20 IPERS	6,457.32
IPERS	March 2020 IPERS	6,843.31
MidAmerican Energy	Neal 4	27,000.00
MMU	Utilities	3,802.10
MMU - Investment Fund	budgeted transfer mar 20	20,068.00
MMU - Investment Fund	FICA, MED, FWH	5,917.41
MMU - Investment Fund	eusc transfer	30,955.83
MMU-Medical Insurance Account	transfer	223.08
MMU-Medical Insurance Account	FSA transfer	223.08
NIMECA	Annual APPA Dues	2,045.84
NIMECA	Property Taxes - 2nd Half 2019	484.50
NIMECA	NERC Fee - 2nd Qtr 2020	335.85
NIMECA	Power Bill	138,132.93
NIMECA	Employee Benefit	210.50
NIMECA	Legal	3,758.48
Principal Life	Employee Benefit	360.76
Reliance Standard Life Insurance Company	Employee Benefit	216.57
United Community Bank	Loan Payment	7,883.11

Manager Willemsen presented on the RFPs received from various engineers for the review of the needs and costs associated with the water plant upgrades. Willemsen and water plant staff have reviewed all RFPs and agree that the best option based on qualifications and cost would be Bolton & Menk. Anderson/Behrens made a motion to approve Bolton & Menk for the Water Treatment Plan Facilities Plan. Motion passed unanimously.

Due to mandatory shutdowns required by the State of Iowa to combat COVID-19, Manager Willemsen has been contacted by commercial customers regarding concerns over inability to pay their utility bills in the upcoming months. Attorney Walleck addressed the legalities of payment plans for commercial customers and how they differ from residential customers. Behrens/Anderson made a motion to approve proposed Resolution 2020-04-04, Commercial Electric Customers payment plan changing the payment terms to be spread over 12 months. Roll call vote: Ayes - Hoppe, Behrens, Anderson, and Wurtz Nays – none. Absent – Wharton. Motion passed unanimously.

IAMU Cyber Liability Program would replace previously approved like coverage with EMC for a lower cost with more coverage. Behrens/Anderson made a motion to Approve the IAMU Cyber Liability Program. Motion passed unanimously.

The EMC On-Call Nurse program, which is already part of insurance coverage, was discussed and the Board directed that the same should be added to the new employee handbook being drafted for Board review.

Attorney Walleck and Manager Willemsen presented on the Emergency Water Service Agreement with the City of Wahpeton. Anderson/Behrens made a motion to Approve the Agreement. Motion passed unanimously.

Items discussed in the Manager Report:

1. Electric employee Ethan Rader has resigned. The position has been advertised and interviews will be set up this month. Future employees should have an agreement about training reimbursement if employment is terminated after a certain time following training.
2. Retaining wall repairs at pump house is in process. There are two pillars that crumbled during the construction and will need to be replaced. That cost is not in the bid but the project should still come in under budget.
3. Consumer confidence report for water came back and staff is pleased with the results.

The Board of Trustees adjourned the meeting. The next regular meeting of the Milford Municipal Board of Trustees will be May 11, 2020.

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Keith Wurtz, Chairman

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Brad Willemsen, General Manager